



Plan Check Professional

An innovative, high-tech city with a growing economy and a vibrant community, Fremont is a City moving forward.



**First Review of Applications:
January 18, 2016 at 12 Noon**



ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 226,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

The Plan Check and Permit Center, within the Community Development Department, plays a key role in shaping the future of Fremont. The Plan Check Professional is a team player willing to work and adapt to the fast-paced work environment; the Plan Check Professional is required to perform independent building plan examinations concerning construction or alterations of industrial, commercial, residential and public assembly structures to determine life safety compliance with applicable codes, laws and regulations; the Plan Check Professional is solution-oriented and competent to review major architectural and structural construction projects, which requires a certificate to practice as a registered Civil or Structural Engineer or Architect in the State of California.

EXAMPLES OF DUTIES

- Checks or examines plans and calculations as appropriate
- Conducts independent analysis when required to evaluate the adequacy and safety of questionable designs
- Advises building inspectors on structural, rated construction, and other building related problems arising in the field during construction
- Prepares reports and correspondence pertaining to construction problems and building code enforcement

CANDIDATE PROFILE

The best qualified candidates must have strong customer service skills and thorough knowledge of building plan review in accordance with California law. Additionally, the most qualified applicants will have strong skills in analytical thinking, problem solving, design review, interpersonal and written/verbal communication, and have the ability to work independently to solve complex problems.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience which has provided the knowledge, skills and abilities for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: education equivalent to graduation from an accredited college or university with a Bachelor’s degree in city planning, structural, architectural or civil engineering, or a closely related field and three years of experience.

Must be registered in the State of California as a Civil or Structural Engineer or Architect.

Possession of a valid Class C California Driver’s license and satisfactory driving record is required at time of appointment.





Tentative Recruitment Schedule

First Review of Applications: Jan. 18, 2016 at Noon

Oral Board Interviews: Week of Feb 1, 2016

COMPENSATION & BENEFITS

The annual salary for this position is \$97,967 - \$119,077 depending on qualifications.

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,798 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a PETA represented position with a probationary period of twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

Phone: (510) 494-4660

15CD21—Posted 12/21/15



SUPPLEMENTAL QUESTIONNAIRE - PLAN CHECK PROFESSIONAL

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Plan Check Professional position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Plan Check Professional. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

- 1) Do you have a degree in structural, architectural, or civil engineering? If so, list your field and degree.
- 2) Describe your experience performing structural, architectural, or civil engineering building design, review or inspection work related to building code compliance. Please include a description of the work performed, number of years, and name of organization where you gained your experience.
- 3) This position requires registration in the State of California as a Civil or Structural Engineer or Architect. Please list your registration and license number.
- 4) Do you have ICC Certification as a Plans Examiner or equivalent certification from a recognized agency? If so, please list your registration and license number.